

# Compliance Program Manager

## Memorial Hermann

Job Location: Houston, TX

Full Time/Days

### JOB SUMMARY:

Responsible for performing and managing multiple compliance program projects and activities, including policy and procedure development, compliance education and training, risk assessment, compliance investigations, regulatory research, and monitoring and auditing activities related to all aspects of Memorial Hermann's complex business environment. Typically reports to the Director of Corporate Compliance.

### RESPONSIBILITIES:

- Manages and performs multiple compliance program projects and reviews related to all areas of Memorial Hermann.
- Develops methods and strategies for monitoring and evaluating the integrity of organization processes and systems.
- Assesses financial, business and compliance risks, making recommendations and implementing changes to ensure Memorial Hermann's interests are protected and exposure is minimized.
- Researches government regulations and requirements.
- Develops and updates policies and procedures.
- Conducts investigations related to compliance matters.
- Delivers compliance training and develops written guidance on compliance topics.
- Prepares written reports and oral presentations for various committees and executive personnel.
- Ensures safe care to patients, staff and visitors; adheres to all Memorial Hermann policies, procedures, and standards within budgetary specifications including time management, supply management, productivity and quality of service.
- Promotes individual professional growth and development by meeting requirements for mandatory/continuing education and skills competency; supports department-based goals which contribute to the success of the organization; serves as preceptor, mentor and resource to less experienced staff.
- Other duties as assigned.

### MINIMUM QUALIFICATIONS:

- Bachelors of Business, Healthcare Administration, or equivalent degree.
- Advanced degree (e.g., Masters, MBA, MHA, JD, etc.) preferred.

### LICENSES/CERTIFICATIONS:

- Prefers a certification in one of the following: Certified in Healthcare Compliance (CHC), Certified Compliance & Ethics Professional (CCEP), State Bar License, Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), Certified Internal Auditor (CIA), Registered Nurse (RN), or equivalent professional certification.

**EXPERIENCE/KNOWLEDGE/SKILLS:**

- Five (5) years of experience in compliance, healthcare operations, audit, or consulting, or the equivalent combination of experience and education
- Two (2) years of experience in the healthcare industry is preferred
- Effective oral and written communication skills
- Ability to analyze and interpret complex governmental regulations
- Ability to work independently and build relationships with individuals at all levels of the organization
- Excellent analytical, problem solving, and project management skills
- Strong attention to detail and computer skills including Word and Excel
- Demonstrates commitment to the Partners-in-Caring process by integrating our culture in all internal and external customer interactions; delivers on our brand promise of “we advance health” through innovation, accountability, empowerment, collaboration, compassion and results while ensuring one Memorial Hermann.

**FOR MORE INFORMATION/TO APPLY:**

<https://jobs.memorialhermann.org/us/en/job/100105879/Compliance-Program-Manager>